

CITY OF MILPITAS
EFFECTIVE:
REVISED: 03/06
EEOC: Admin
FLSA: Exempt
UNIT: Management
PHYSICAL: 1

CHIEF OF POLICE

DEFINITION

To plan, organize, direct, and coordinate the work of Police Department personnel in enforcing laws and ordinances, protecting life and property, preserving order, and preventing crime; to provide staff assistance to the City Manager and the City Council.

DISTINGUISHING CHARACTERISTICS

This is a management position responsible for administration of the Police Department's operations. The incumbent works under the direction of the City Manager and exercises supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Direct and participate in the development and implementation of goals, objectives, policies, and priorities.

Plan, direct, supervise and coordinate the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.

Direct and participate in formulation of departmental rules, procedures, and policies and see that they are carried out.

Oversee the development and implementation of a departmental in-service training program.

Review the evaluations of employee performance and take appropriate actions where necessary.

Direct and participate in the preparation and administration of the Department budget.

Confer with citizens and City officials on law enforcement problems and innovative municipal law enforcement policies.

Confer with County and State law enforcement officials and with other public officials.

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CITY OF MILPITAS
Chief of Police (Continued)

LICENSE AND CERTIFICATE


- Possession of, or ability to obtain and maintain an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS:

Essential duties requires the following physical abilities and work environment.

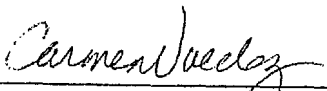
Ability to work in a standard office environment; repetitive keyboarding; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas; exposure to outdoor elements; extensive use of telephone and radio; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; ability to work safely in a not so safe environment.

Approved by:



City Manager

3/7/06
Date



Human Resources Director

POLICE CHIEF, CITY OF MILPITAS
PROJECT SCHEDULE

This suggested project schedule has been prepared in consideration of the City Council agreeing to retain our services at their meeting on March 21, and our proposed start date during the week of April 3, 2006.

| <u>ACTIVITY</u> | <u>TIME FRAME</u> |
|--|--------------------------|
| I. Project Organization | 04/03 – 04/14 |
| <ul style="list-style-type: none">• Kick-Off Meeting to discuss Candidate Profile and formalize project schedule• Finalize Candidate Profile with City• Develop advertising and recruiting plan• Prepare marketing brochure | |
| II. Recruitment | 04/17 – 05/26 |
| <ul style="list-style-type: none">• Identify/recruit individuals within the parameters of the Candidate Profile• Advertise, network, and electronically post in appropriate venues• Respond to all inquiries and acknowledge all resumes received | |
| III. Preliminary Interviews/Recommendation | 05/30 – 06/16 |
| <ul style="list-style-type: none">• Review candidates' resumes and supplemental questionnaires• Conduct preliminary interviews with leading candidates• Conduct first-tier reference checks• Present written recommendation of finalists to City• Notify all candidates of search status | |
| IV. Final Interviews/Selection | 06/19 – 06/30 |
| <ul style="list-style-type: none">• Design process and facilitate finalist interviews with City• City selects candidate | |
| V. Qualification | 07/03 – 07/10 |
| <ul style="list-style-type: none">• Conduct background checks and second "tier" references• City conducts site visit to community of selected candidate• Negotiation assistance, as necessary. | |

CITY MANAGER, CITY OF MILPITAS
PROJECT SCHEDULE

This suggested project schedule has been prepared in consideration of the City Council agreeing to retain our services at their meeting on March 21, and our proposed start date during the week of June 5, 2006.

| <u>ACTIVITY</u> | <u>TIME FRAME</u> |
|--|--------------------------|
| I. Project Organization | 06/05 – 06/16 |
| <ul style="list-style-type: none">• Kick-Off Meeting to discuss Candidate Profile and formalize project schedule• Finalize Candidate Profile with City• Develop advertising and recruiting plan• Prepare marketing brochure | |
| II. Recruitment | 06/19 – 07/28 |
| <ul style="list-style-type: none">• Identify/recruit individuals within the parameters of the Candidate Profile• Advertise, network, and electronically post in appropriate venues• Respond to all inquiries and acknowledge all resumes received | |
| III. Preliminary Interviews/Recommendation | 07/31 – 08/18 |
| <ul style="list-style-type: none">• Review candidates' resumes and supplemental questionnaires• Conduct preliminary interviews with leading candidates• Conduct first-tier reference checks• Present written recommendation of finalists to City• Notify all candidates of search status | |
| IV. Final Interviews/Selection | 08/21 – 09/01 |
| <ul style="list-style-type: none">• Design process and facilitate finalist interviews with City• City selects candidate | |
| V. Qualification | 09/04 – 09/11 |
| <ul style="list-style-type: none">• Conduct background checks and second "tier" references• City conducts site visit to community of selected candidate• Negotiation assistance, as necessary. | |

**Executive Search Companies
(Police Chief and City Manager)**

| | CPS | Bob Murray & Associates | Peckham & McKenny | Avery Associates |
|---------------------|--|---|--|--|
| Police Chief | \$17,500 | \$17,500 | \$17,000 | \$15,900 |
| Expenses | \$6,000 - \$8,500 | \$7,500 | \$6,500 | \$7,500 |
| Background Estimate | \$3,000 | \$3,000 | \$3,000 | \$3,000 |
| TOTAL | \$26,500 - \$28,500 | \$28,000 | \$26,500 | \$26,400 |
| | | | | |
| City Manager | \$17,500 | \$17,500 | \$17,000 | \$17,900 |
| Expenses | \$6,000 - \$8,500 | \$7,500 | \$6,500 | \$8,500 |
| Background Estimate | \$3,000 | \$3,000 | \$3,000 | \$3,000 |
| TOTAL | \$26,500 - \$28,500 | \$28,000 | \$26,500 | \$29,400 |
| | | | | |
| Both | \$33,500 | \$32,000 | \$28,000 | \$31,250 |
| Expenses | \$12,000 - \$17,000 | \$14,000 | \$7,000 - \$9,500 | \$14,500 |
| Background Estimate | \$6,000 | \$6,000 | \$6,000 | \$6,000 |
| TOTAL | \$51,500 - \$56,500 | \$52,000 | \$41,000 - \$43,500 | \$51,750 |
| | | | | |
| Timeline | 14 Weeks | 10-13 Weeks | 14 Weeks | 16 Weeks |
| | | | | |
| Comments | Offers Background Investigations at an additional cost | 1 year guarantee on City Manager Selected | 1 year guarantee on Candidate Selected | 1 year guarantee on Candidate Selected |

Koff & Associates - Declined to submit proposal

Ralph Anderson - Left message but never received phone call back

City of Milpitas, California

BUDGET CHANGE FORM

| Type of Change | From | | To | |
|--|-------------|----------|-------------|----------|
| | Account | Amount | Account | Amount |
| Check one: <input type="checkbox"/> Budget Appropriation <input checked="" type="checkbox"/> Budget Transfer | 100-9104640 | \$45,000 | 100-1154237 | \$45,000 |

Explain the reason for the budget change:

During Spring of 2006, the City will be conducting a series of recruitments to fill positions identified by the City Council as key senior management hires. Recruitment efforts for these positions, which include the Chief of Police and the City Manager, will target the most qualified candidates to meet the City's need for continued management leadership.

The City conducted a survey of qualified executive recruitment firms, which were all very competitive. The staff recommends Peckham & McKenney who have a national reputation for conducting quality searches and placing exceptional candidates. With over 50 years of combined experience in executive search, management and local government, Peckham & McKenney brings a high level of service to the industry. Peckham & McKenney is familiar with Santa Clara County and the surrounding region and have been utilized extensively for executive recruitment and selection efforts throughout the Bay Area.

The cost of the recruitment and selection processes for these two executive positions will not exceed \$45,000.

Approve a budget transfer of \$45,000 from City Manager's Contingency Fund for recruitment of key senior management positions to hire.

☒ Check if City Council Approval required.

Meeting Date: March 21, 2006

| Itemization of funds, if needed: | | | Amount |
|---|--------------------------------------|---------------------|--------|
| | | | |
| Requested by: | Division Head: | Date: | |
| | Department Head: | Date: | |
| Reviewed by: | Finance Director: <i>Mr. C. Kuhl</i> | Date: <i>3/2/06</i> | |
| Approved by: | City Manager: | Date: | |
| Date approved by City Council, if required: | | Confirmed by: | |